

MASS. AFS. 2: B47



312066 0269 6935 3

BID ROOM HANDBOOK

FOR

VENDOR INFORMATION
GOVERNMENT DOCUMENTS
COLLECTION

NOV 18 1987

University of Massachusetts
Depository Copy

COMMONWEALTH
OF
MASSACHUSETTS

PURCHASING
AGENT'S
DIVISION

D-1-7/87

BID ROOM INFORMATION

Welcome to the Commonwealth of Massachusetts Purchasing Agent's Division. The division is a service oriented state organization within the Administration & Finance Secretariat. The Purchasing Agent's Division (PAD) is responsible for the purchase of material commodities procured through the formal bid process.

This pamphlet is designed to provide you, the vendor, with information on what is available through the PAD's Bid Room. The pamphlet may also serve as a guide outlining vendor responsibilities when visiting the Purchasing Agent's Division.

TABLE OF CONTENTS

| | |
|--|---|
| INTRODUCTION..... | 3 |
| BECOMING AN ELIGIBLE BIDDER..... | 3 |
| NOTICE OF INVITATIONS FOR BID..... | 4 |
| REQUESTING INVITATIONS FOR BID..... | 4 |
| SUBMITTING BIDS..... | 5 |
| ATTENDING PUBLIC BID OPENINGS..... | 6 |
| REQUESTING ADDITIONAL INFORMATION..... | 7 |

ALL CORRESPONDENCES WITH THE BID ROOM
SHOULD BE FORWARDED TO THE ADDRESS
AND TELEPHONE NUMBER LISTED BELOW.

Purchasing Agent's Division
Bid Room - Room 1017
One Ashburton Place
Boston, MA 02108

(617) 727-0734

Invitations for Bid will not be distributed by the Bid Room during the times listed below. Please schedule your visits accordingly.

9:45 - 10:05 a.m.

1:45 - 2:05 p.m.

It is the vendor's responsibility to insure there is ample time for the Invitation for Bid to be mailed from, and the bid returned to the Agent's Division. The Bid Room can not be held responsible for mail delays.

SUBMITTING BIDS

Vendors may deliver complete bids by mail or by visiting the Bid Room. It is important to note complete bids which are submitted after the bid due date will not be accepted. All bids received through the mail by the Bid Room will be time stamped.

All complete bids should be enclosed in the envelope provided by the Purchasing Agent's Division (PAD). If the PAD envelope provided is not of sufficient size to contain the complete bid, the vendor may substitute his own package. However, the vendor must affix the PAD envelope to the outside of the package used, or clearly print the bid open date, bid open time and bid number on the outside of the package used. All complete bids must be sealed.

When submitting a complete bid through a courier, the vendor is responsible for directing the courier to sign-in, time stamp and deposit the bid at the Bid Room counter.

Vendors who are delivering the complete bid to the Bid Room are required to:

Sign-in at the Bid Room Counter.

Time stamp the bid return envelope. Labels are available to affix a time stamp to envelopes too cumbersome for the time/date machine.

Deposit all time stamped bids into the Bid Box, located at the Bid Room Room Counter.

ATTENDING PUBLIC BID OPENINGS

Each week, responses included in the bids are opened and read publicly in the Bid Open Room, adjacent to the Bid Room.

Vendors who are attending a bid opening are asked to remain outside the Bid Room, unless requiring other Bid Room services.

Listed below is the schedule of bid openings. In order to gain maximum utility from the bid open room, bid openings are staggered by day and hour. Vendors receiving Invitations for Bid shall be notified of changes to the bid open time schedule.

| <u>DAY</u> | <u>TIME</u> | <u>BUYING UNIT</u> | <u>TELEPHONE</u> |
|------------|-------------|--------------------|------------------|
| Monday | 2:00 pm | Food/Groceries | (617) 727-2886 |
| Tuesday | 10:00 am | Office Supplies | (617) 727-2898 |
| Tuesday | 2:00 pm | General Supplies | (617) 727-2895 |
| Wednesday | 10:00 am | Clothing | (617) 727-2899 |
| Wednesday | 2:00 pm | Printing | (617) 727-2906 |
| Thursday | 10:00 am | Fuel/Chemicals | (617) 727-2896 |
| Thursday | 2:00 pm | Medical/Hospital | (617) 727-2903 |
| Friday | 10:00 am | Automotive | (617) 727-2892 |
| Friday | 2:00 pm | Food-As needed | |

INTRODUCTION

The bid room is responsible for providing vendors with information and services concerning the Purchasing Agent's Division.

All vendors visiting the Purchasing Agent's Division are requested to sign-in at the Bid Room.

BECOMING AN ELIGIBLE BIDDER WITH THE PURCHASING AGENT'S DIVISION

To become eligible to do business with the Purchasing Agent's Division, the vendor must complete an Application for Prospective Bidder. The Application also contains information on small and minority business certification and other state department bidder's listings for services.

To request an Application for Prospective Bidder, please call, write or visit the Bid Room.

Upon receipt of the Application, the Purchasing Agent's Division will include your business in a statewide computer listing for the commodities your business specified as supplying. Note that acceptance of the application does not guarantee that your company will be solicited and invited to bid on the commodities listed. Vendors may call Central Services, (617) 727-2865, to find out if their business is on the computer list. Please allow two to four weeks for processing the application.

NOTICES OF INVITATIONS FOR BID

Notices of Invitations for Bid are posted outside the Bid Room office on a public bid board.

When visiting the Purchasing Agent's Division, review the Bid Posting Board for issued Invitations for Bid information.

Notices of Invitations for Bid are also advertised in the "Goods & Services Bulletin," a weekly publication listing all bids initiated by state departments for services and commodities.

An annual fee of \$45 made payable to The Commonwealth of Massachusetts is required. For subscription information contact:

Commonwealth of Massachusetts
State Bookstore - Room 116
State House
Boston, MA 02133
(617) 727-2834

Vendors visiting the Bid Room may pick up the "Goods & Services" subscription form and information.

REQUESTING INVITATIONS FOR BID

Invitations for Bid are available for all vendors. Invitations for Bid may be requested by calling or by visiting the Bid Room.

Visiting or Calling. Vendors are asked to supply the following information to bid room personnel when requesting Invitations for Bid.

Name of Business
Business Address
Telephone Number (optional)
Bid Open Date
Bid Number

REQUESTING ADDITIONAL INFORMATION

Vendors may schedule appointments with buying units by telephone. Please use the telephone numbers listed on the previous page. Walk-in vendor requests for appointments may be rejected.

Vendors may request additional information from the Bid Room. Please fill out the form below and return to the Bid Room, if you are interested in receiving any of the information listed.

VENDOR CONTACT: _____

BUSINESS NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

Please check (X) to receive the item listed.

- ☐ Small Business Certification Application
- ☐ Minority Business Certification Application
- ☐ Goods & Services Bulletin Subscription Form
- ☐ Central Register Subscription Form for
Architectural and Engineering Services
- ☐ Toxic Substance Right-To-Know Bulletin
- ☐ State Printing and Binding Laws
- ☐ Application for Prospective Bidder
- ☐ General Procedures for Bidders
- ☐ Purchasing Agent's Division Rules and
Regulations

AFFIX

STAMP

PURCHASING AGENT'S DIVISION
BID ROOM - ROOM 1017
ONE ASHBURTON PLACE
BOSTON, MA 02108